

**BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER**

**ARPC INSTRUCTION 35-3001
23 JULY 2001**



Public Affairs

PUBLIC ADDRESS ANNOUNCEMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/PA
(Ms Cindy Dewey)
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Certified by: HQ ARPC/PA (Major Thomas A. Deall)
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This instruction establishes policy, responsibilities, and procedures for announcement broadcasts over the public address system in building 444.

SUMMARY OF REVISIONS

This revision corrects office symbols, time changes and the overall way announcements are made throughout the building.

1. General.

- ★1.1. A public address system with two announcement control panels is installed in building 444. The master panel, located in the west end of the building occupied by the Defense Finance and Accounting Service Denver (DFAS-DE), allows announcements to be broadcast to any part of the building. A satellite panel in the Air Reserve Personnel Center Public Affairs office (ARPC/PA) allows announcements to be made only in that portion of the building.
- ★1.2. The system is used to broadcast emergency information, local news briefs and messages to ARPC employees.

2. Policy.

- 2.1. Two types of announcements are broadcast over the public address system by PA:
 - 2.1.1. Official. Announcements consisting of emergency, health, safety, and administrative, or any other message directed by the Air Force or the ARPC commander.
 - 2.1.2. General. Announcements of interest to ARPC employees, such as meetings of officially approved organizations.
- ★2.2. Routine announcements are made by ARPC/PA at approximately 0830 and by DFAS-DE/DDC at approximately 0855 on Tuesday and Thursday. Announcements are not made at

other times except for emergencies or mission-related requirements. Requests for announcements must be received in the ARPC/ PA office by 0800 the day of the broadcast. If the announcement is requested to be made by DFAS-DDC/DE, a 24-hour notice is required.

2.3. Announcements for food sales are not permitted in ARPC unless formally sponsored by an established organization (i.e., Junior Enlisted Advisory Council, Top 3).

★2.4. DFAS-DDC/DE general announcements are for DFAS employees only and are not to be broadcast to ARPC employees except under conditions listed in paragraph 3.1. DFAS-DDC/DE furnishes ARPC/PA an electronic version of their announcements daily. Those announcements of interest to ARPC individuals are added to the Intranet announcements.

3. Responsibilities.

★3.1. DFAS-DDC/DE makes all emergency, health, and safety, announcements to the entire building in accordance with DFAS-DE SOP 5400.2, *Public Affairs Activities, Public Address Systems, Director's Action Line, and Facility Bulletin Board*.

3.2. ARPC/PA

★3.2.1. Broadcasts announcements of interest to ARPC employees at approximately 0830 on Tuesday and Thursday of each week.

3.2.2. Refers public address system problems beyond their control to DFAS-DE/NC.

3.3. ARPC directorates or delegated representatives:

3.3.1. Determine the appropriate volume levels of speakers in their directorate.

3.3.2. Refer problems pertaining to public address announcements to ARPC/PA.

★3.3.3. Refer equipment problems regarding volume of speakers to ARPC/MSLG.

★4. **Procedures.** ARPC employees who wish to have announcements made must take the following steps:

★4.1. Type the message double-spaced on bond paper, including the requester's name, duty phone, and broadcast dates.

4.2. Coordinate the announcement within their directorate as required.

★4.3. Submit the announcement to ARPC/PA chief for approval. In the PA officer's absence, submit the announcement to the PA NCOIC for approval.

★4.4. If the announcement is of interest to DFAS-DE employees, the requester should include DFAS- DE/DDC in the routing as the final destination.

KIRK A. JAMISON
Chief, Systems Services Division
Directorate of Communications and Information